

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Confidential Designations - Bargaining Units 1 and 4	REFERENCE NUMBER: 2006-002
DATE ISSUED: 01/06/06	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Relations Officers
Personnel Officers**

FROM: Department of Personnel Administration
Labor Relations Division

CONTACT: Syd Perry, Personnel Program Advisor
(916) 324-2763 CALNET 454-2763
Fax: (916) 322-0765
Email: sydperry@dpa.ca.gov

By January 31, 2006, all departments must review their existing confidential designations, identify any positions that do not appear to meet the criteria in the attached guidelines and report questionable and/or inappropriate designations to DPA. Once DPA receives the information, we should be able to begin restoring designation authority that previously had been rescinded.

History

In 2003, the State and SEIU Local 1000 negotiated changes regarding confidential designations in SEIU affiliated units. These changes required a major reduction in the total number of confidential designations, allowed for the refill of appropriate existing designations, and required SEIU agreement on any new designations.

By April 2004, little progress had been made in reducing the number of confidential positions. Consequently, DPA rescinded delegated authority to designate positions as confidential.

We Can Help

The attached "Guidelines for Designating Positions as Confidential" were developed to help State agencies properly designate confidential positions. These are the guidelines that DPA uses when reviewing confidential designation requests. DPA Labor Relations Officers are available to help you apply the guidelines and identify any questionable designations. DPA will not initiate any action to terminate questionable and/or inappropriate designations as a result of this review. Any reduction in confidentials will be accomplished through attrition as the positions become vacant.

PML 2006-001
01/06/06
Page 2

Please contact Syd Perry at the number or email listed above if you have further questions.

/s/ Dave Gilb

Dave Gilb
Chief of Labor Relations

Attachment